



Policy 2011

Subject	
HEADQUARTERS STAFF PARKING	
Date Published	Page
6 June 2023	1 of 6

By Order of the Police Commissioner

POLICY

The purpose of this policy is to establish a structured, equitable parking plan for sworn and non-sworn headquarters staff of the Baltimore Police Department (BPD). The policy defines the administrative procedures associated with parking and establishes rules to prevent unsafe parking practices.

This policy applies to all BPD members with assigned parking at either the Frederick Street or Lexington Street garages, as well as any visitors on official police business. It governs the entire span of vehicles that may use said facilities, including Fleet Vehicles, Non-Fleet Vehicles, and Personal Vehicles.

DEFINITIONS

Fleet Vehicle – Any vehicle owned or under the direct control of the BPD.

Frederick Street Garage – BPD parking facility adjacent to the headquarters building, with limited spaces available for vehicles with operational priority.

Lexington Street Garage – City of Baltimore public parking facility located at 510 East Lexington Street for which BPD has purchased monthly access cards.

Non-Fleet Vehicle – Any vehicle that is used by the BPD, but is not owned or under the direct control of the BPD (e.g., leased vehicles, rented vehicles, vehicles on loan to the BPD from other agencies for official use).

Personal Vehicle – Any vehicle that is not owned nor under the direct control of the BPD.

Regular Work Location – Place where the BPD usually requires an employee to report for work at the beginning of their work day or tour of duty.

GENERAL

1. For the purposes of this policy, “member” refers to sworn and non-sworn headquarters staff of the BPD.
2. All BPD members whose Regular Work Location is the headquarters building at 601 East Fayette Street shall be assigned a parking space at the Frederick Street Garage or provided an access card to the Lexington Street Garage based on operational priorities.

3. The Asset Management Unit shall determine the total allocation of parking spaces for BPD units in the Frederick Street Garage and allocation of access cards for the Lexington Street Garage.
4. Members shall adhere to all guidance issued by the Asset Management Unit on how to obtain or apply for a parking space or access card.
5. If a member does not receive a parking space in the Frederick Street Garage based on the Asset Management Unit's allocations, they shall receive an access card for the Lexington Street Garage via the Asset Management Unit.
6. All members who are transferred/reassigned to a Regular Work Location other than BPD Headquarters, are separated from the department, or who are placed on any kind of unpaid administrative suspension, must relinquish their parking placards/hang tags and access cards to the point of contact for their particular garage (see items 9 and 19 below).
7. Members who display a valid handicap placard or license plate may park in both Garages' accessible parking spaces based on availability.
8. Members and visitors are prohibited from parking in spaces not assigned to them in the Frederick Street Garage or park in an illegal manner (e.g., double parking, blocking an access lane, etc.) in either the Frederick Street or Lexington Street Garages.

DIRECTIVES

Frederick Street Garage

General

9. The point of contact for all administrative procedures and concerns related to parking in the Frederick Street Garage is each member's Unit Commander.
10. Parking spaces in the Frederick Street Garage are uniquely assigned to an individual Fleet or Non-Fleet Vehicle. The parking placard/hang tag issued to the member corresponds specifically to their parking space and vehicle make/model.

Visitors

11. To gain access and properly park in the visitor space(s) designated by Building Security in the Frederick Street Garage, visitors shall present a valid form of identification to the guard on duty. The identification must be consistent with the information recorded by Building Security per Building Security protocols.

Members with Assigned Spaces

12. To gain access and properly park in the Frederick Street Garage, members must comply with the following:
 - 12.1. Present a valid form of identification to the guard on duty. The identification must show that they are the person who was assigned their unique placard/hang tag.

- 12.2. Display the official BPD dashboard parking placard and hang tag.
- 12.3. Park only in their assigned parking space.
13. Members who find that their parking space has been occupied by an unauthorized vehicle according to this policy shall notify Building Security for resolution.
14. All members with lost or stolen parking placards/hang tags, or members who wish to voluntarily relinquish their parking space, shall immediately notify the Unit Commander.

Unit Commanders

15. Unit Commanders shall:
 - 15.1. Distribute parking spaces to subordinates based on the parking allocations of the Asset Management Unit.
 - 15.2. Respond to all infractions flagged by the Asset Management Unit and administer corrective action or discipline as required by policy.
 - 15.3. Notify the Asset Management Unit of any transfers, reassignments, suspensions, or separations that may impact parking assignments.
 - 15.4. Refer cases of lost/stolen parking placards/hang tags to the Asset Management Unit for resolution.

Building Security

16. Building Security shall:
 - 16.1. Verify the identity of vehicle operators pursuant to this policy and Building Security protocols.
 - 16.2. Respond to reports from members of vehicles that are improperly parked according to this policy.
 - 16.3. Issue written warnings and notify the Asset Management Unit of all vehicles in violation of this policy, beginning with a vehicle's first infraction.
 - 16.4. Manage parking requests for visitors, including advance reservations.
17. In the event that a member or visitor parks in a space that is not assigned to them, or parks in an illegal manner (e.g., double parking, blocking an access lane, etc.), Building Security shall take the following actions:
 - 17.1. For a first infraction, issue a written warning (see BPD Headquarters Parking Warning, Appendix A) and notify the Asset Management Unit.
 - 17.2. For a second infraction, issue another written warning and notify the Asset Management Unit.

Asset Management Unit

18. The Asset Management Unit shall:
 - 18.1. Label all parking spaces in the Frederick Street Garage.
 - 18.2. Notify a member's Unit Commander upon a second parking infraction for potential disciplinary action.
 - 18.3. At its discretion, tow visitor vehicles that have registered two or more infractions.
 - 18.4. Periodically review parking allocations to the Frederick Street Garage to ensure consistency with operational needs.

Lexington Street Garage*General*

19. The point of contact for all administrative procedures and concerns related to parking in the Lexington Street Garage is the Asset Management Unit. All members with lost or stolen access cards, or members who wish to voluntarily relinquish their access card shall immediately notify the Asset Management Unit.
20. Parking spaces in the Lexington Street Garage are not uniquely assigned. Members may park in said facility as they would in any other public parking facility.
21. To gain access to the Lexington Street Garage, members must possess an active access card (see item 24 below).
22. All members who park in the Lexington Street Garage are subject to the rules and regulations of the Baltimore City Parking Authority.
23. Members shall notify the Asset Management Unit of any approved leave or unusual circumstances that could impact their card usage threshold (see item 24.1 below) by writing: headquarters.parking@baltimorepolice.org.

Asset Management Unit

24. The Asset Management Unit shall:
 - 24.1. Suspend cards that are used less than once per week unless the member has notified the Asset Management Unit, in advance, of any approved leave (e.g., Family and Medical Leave Act, extended sick time/vacations) or unusual circumstances which would cause them to fall below this threshold.
 - 24.2. Terminate cards that are not used at all within a calendar month.
 - 24.3. Periodically review Lexington Street parking allocations to ensure adequate coverage of operational needs and BPD headquarters staff.

REQUIRED ACTION**Asset Management Unit**

25. The Asset Management Unit shall:
- 25.1. Implement and manage the current BPD parking plan, including the assignment of parking spaces and completion of inspections according to said plan.
 - 25.2. Serve as liaison between BPD and the City of Baltimore Parking Authority, and hold periodic meetings between said entities to evaluate the parking situation at BPD Headquarters.
 - 25.3. Review and approve monthly invoices from the City of Baltimore Parking Authority.
 - 25.4. Provide and distribute parking information to new members.
 - 25.5. Maintain a list of all assigned parking.
 - 25.6. Generate monthly parking reports.
 - 25.7. Perform an internal annual review of headquarters parking to ensure compliance with this policy.

RESCISSION

Not applicable.

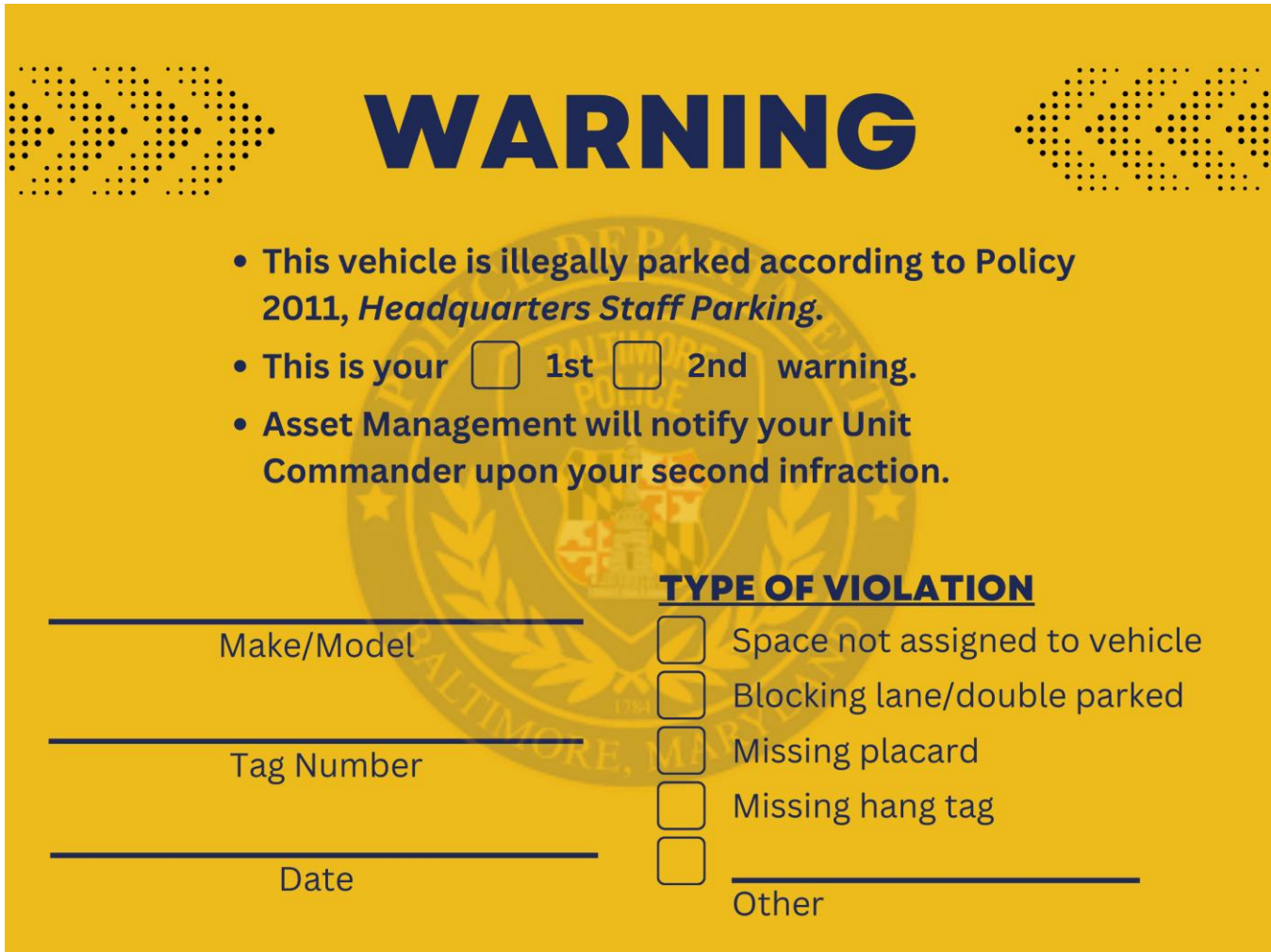
COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Commanders are responsible for informing their subordinates of this policy and ensuring compliance.

APPENDICES

- A. BPD Headquarters Parking Warning.

APPENDIX A – BPD HEADQUARTERS PARKING WARNING



WARNING

- This vehicle is illegally parked according to Policy 2011, *Headquarters Staff Parking*.
- This is your 1st 2nd warning.
- Asset Management will notify your Unit Commander upon your second infraction.

TYPE OF VIOLATION

<hr/>	<input type="checkbox"/>	Space not assigned to vehicle
Make/Model	<input type="checkbox"/>	Blocking lane/double parked
<hr/>	<input type="checkbox"/>	Missing placard
Tag Number	<input type="checkbox"/>	Missing hang tag
<hr/>	<input type="checkbox"/>	_____
Date		Other